

CLERK I BILINGUAL

Code No: 910032
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is responsible clerical work involving the planning and administering of clerical activities and the independent performance of the more responsible and complex clerical tasks in an office. Employees are required to use Spanish daily in the work situation, whether conversing with program administrators or visitors, or providing instructions to subordinates in Spanish. The employee is also required to write Spanish and review written and typed product of subordinates. Frequent exercise of independent judgment and a high degree of decision making is required. The employee reports directly to and works under the general supervision from an administrator with wide latitude in the performance of duties. Direct supervision is exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, assigns, and reviews clerical work and instructs employees in Spanish and English in the details of specialized clerical work;

Performs the more difficult and complex clerical tasks;

Schedules work loads and coordinates work flow with that of other units;

Analyzes clerical procedures, suggests changes to increase efficiency, and implements improvements;

Conducts correspondence and prepares memoranda in Spanish and English on matters in which policies and procedures are well-defined;

Responds in written Spanish and English to requests from the public, departmental personnel, and other governmental agencies for information about department policies and procedures and applicable laws;

Greets, receives and provides information in both oral Spanish and English for visitors, the general public, department and agency personnel;

Interprets oral Spanish to English and oral English to Spanish at meetings, one-to-one interviews, and relationships;

Translates written material from Spanish to English and from English to Spanish;

Assists in the preparation of departmental reports written in Spanish and English;

Performs personnel functions and maintains personnel records;

Assists in the collection of budget data and the preparation of budget information;

Requisitions supplies and maintains inventory records.

Operates office equipment such as computer, copier and fax machine.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND OTHER PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, practice, procedures, and equipment; thorough knowledge of business arithmetic, business English and business Spanish; ability to plan, assign and supervise the work of clerical assistance; ability to follow complex oral and written directions in Spanish and English; ability to prepare correspondence and reports in Spanish and English; ability to deal effectively with the public and other employees; good judgment in solving complex clerical problems; ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; ability to speak Spanish fluently and to translate readily from Spanish to English and from English to Spanish; ability to write and translate Spanish and English correspondence, memoranda, and reports; ability to operate a variety of office machines; initiative and resourcefulness; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years of paid full time or its part time or volunteer equivalent office clerical or secretarial experience; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Secretarial Science, Office Technology or a closely related field; plus two (2) years of experience as described in (A) above OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTES:

- Successful completion of one (1) year of college coursework (or 30 semester credit hours) from a New York State registered or regionally accredited college or university may be substituted for up to one (1) year of the required experience.
- Experience as a Teller, Cashier or Sales Clerk shall not be considered office clerical experience.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: February 14, 1974
REVISED: February 5, 1976
REVISED: August 30, 1979
REVISED: May 29, 1985
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